



**411th BSB
Environmental Management System's
Cross Functional Team
25 May 2005
Meeting Summary**

Ms. Osborne-Flesch opened the meeting by welcoming the group. Ms. Osborne-Flesch summarized the handouts provided to the attendees and stated that the main goal of the meeting was to review the EMS Environmental Management Programs proposed for the 411th Base Support Battalion (BSB), as described in the attachments of these minutes.

Ms. Osborne-Flesch presented a training session on the development of the EMS Management Programs and the associated compilation of Standard Operating Procedures (SOP), Work Instructions (WI) and Target-specific Competency Training necessary to achieve the Objectives and Targets established for the 2005, 411th BSB EMS.

Following a detailed discussion of the proposed Programs, Ms. Osborne-Flesch requested that each of the attendees review the proposals for improvements and suggest additional tasks or methods which might be used to achieve the stated Objectives and Targets. Ms. Osborne-Flesch also requested information on any pre-existing SOPs or WIs that individual units or organizations may already have in place.

The next CFT meeting was called for 29 June 2005 at Tompkins Barracks, Building 4219 at 13:30 hours. Directions to the meeting location were provided and are as follows:

Immediately after entry at the Tompkins Barracks Main Gate take a Right at the First Drive. Building 4219 is Beside the Parking Lot, Next to German Kanteen.

Each attended was provide a copy of the following material:

- 1) Agenda;
- 2) Copy of the Training Slides; and
- 3) Copy of the EMS Management Programs.

Upcoming Meetings:

29 June 2005, 1330, Tompkins Barracks, Building 4219



Attendees:

Mr. George Quick, AMC-DS-2
Ms. Valerie Neu, AAFES
Mr. Randy Hamilton, RCO-Seckenheim
MAJ Stephen Knotts, VCA
CPT Alphonso Simmons, VCA
CPT Christopher Garvin, VCA
Ms. Melanie Carney, USAMH
Ms. Naomi Ambridge, 411th BSB DPW
Ms. Laura Hettinger, 411th BSB DPW ED
SGT Aeyneanne Dizicksa, PHV Vet Clinic

A handwritten signature in black ink, appearing to read 'Catherine M. Osborne-Flesch', written over a horizontal line.

Catherine M. Osborne-Flesch
411th BSB DPW ED
EMS Coordinator

DISTRIBUTION:

Cross Functional Team Members
MAJ Capps, 411th BSB DPW
Mr. Taylor, 411th BSB DPW
Mr. Tafoya, 411th BSB
LTC Vanderpot, 411th BSB